

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Mental Health Center**

VACANCY ANNOUNCEMENT
(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

Staff Assistant I

San Antonio Mental Health Center is seeking a highly motivated and competent individual with strong communication and organizational skills to fill the position of Staff Assistant I. We are looking for an individual that can efficiently multi-task, problem-solve and provide quality customer service. This individual will report directly to the Mental Health Clinical Program Head of San Antonio.

ESSENTIAL JOB FUNCTIONS:

- Supervision of one Patient Financial Services Worker, one Resource Worker and a Senior Typist Clerk with oversight of 4 Intermediate Typist Clerks (ITCs)
- Oversee the ordering and maintenance of supplies and equipment
- Processing Special Requests (SR)
- Time keeping oversight and assistance as necessary
- Complete all CIOB forms for new staff
- Liaison with Administrative Support Bureau for building maintenance
- Responsible for processing all invoices
- County vehicle coordinator
- PEI data entry into OMA
- Submission of PEI recordings to MHSA
- Provide general administrative/clerical duties to assist clerical staff in covering the front desk as needed
- Respond to client questions regarding services
- Complete correspondence, reports, memos, emails as assigned by the Program Head
- Type, format and develop/create documents for daily operations of the unit
- Other duties as assigned by the Program Head

DESIRABLE QUALIFICATIONS:

- Supervisory experience
- Highly organized and excellent communication skills
- Ability to work as a team member and with various disciplines
- Proficient at Microsoft Word, Excel, Outlook and IHBIS system
- Good problem solving skills with the ability to multi-task
- Excellent customer service skills

Interested individuals currently holding the title of Staff Assistant I are encouraged to submit a cover letter which includes their employee number, resume, copies of their last two performance evaluations and copies of their master time card for 2 years.

Please respond no later than July 31st, 2014.

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